



New Club Proposal Form

Last Updated June 2020

Part I: Written Statement

Submit a **written statement (3 page max)** that answers the following:

1. What is the objective or mandate of the club?
2. Why does your organization want to be ratified as a club?
3. How is the club unique and distinct from existing clubs?
4. What are the physical, financial, and other risks associated with the club?
5. Anything else pertinent to your club proposal.

Part II: Club Constitution

CONSTITUTION OF **INSERT OFFICIAL NAME**

Article 1 – Name

The club's official name will be "**INSERT OFFICIAL NAME**", and may be referred to as "**INSERT ACRONYM WHERE DESIRED**". No other name will be used in the advertisement or representation of the club.

Article 2 – Club Mandate

Your club mandate must illustrate the primary function and objective(s) of the club. Do not define your club too narrowly or too broadly. It is important to note that your club will be held to its mandate and purpose. The activities of your club must reflect your mandate. The club's mandate will be as follows:

- (1) **A detailed list of objectives and goals of the club.**
- (2) **Strategies for attaining the objectives and goals of the club.**
- (3) **A vision statement articulating how the club will benefit the student experience of Schulich Dentistry students at Western University.**

Article 3 – Membership

- (1) The club's membership is open to all Schulich Dentistry students at the University;
- (2) Any non-Dentistry student members, including staff members, do not have voting rights; and,

- (3) Executive members, voting and non-voting, shall be Schulich Dentistry students;

Article 4 – Executive & Executive Responsibilities

There shall be an Executive Committee.

- (1) Collectively, the Executive Committee will ensure that the club's activities do not violate the University's policies and procedures, and municipal, provincial and federal laws.
- (2) There will not be less than **four (4)** Executive members at any one time that fulfill the following functions:

A club is required to have at least four executive members with the delineated responsibilities below. Additional responsibilities of any executive member are permitted. A club is permitted to select titles for the positions that are suitable and appropriate for the club, but the responsibilities of each position must be assigned to designated executive members.

A club is permitted to provide for additional executive members who are tasked with specific duties different than those outlined below. Each new executive position must include responsibilities. Signing authority will only be assigned to the club President, Vice-President Events, and Vice-President Finance upon successful completion of the executive transition process.

- a. The President will:
- i. Oversee the other members of the executive in fulfilling their responsibilities;
 - ii. Chair all meetings;
 - iii. Have signing authority for the club; and,
 - iv. If absent, assign an executive with all the responsibilities of the President.
 - v. Be in charge of assigning a successor, and providing contact to UWODDS.
- b. The **INSERT TITLE** will:
These are traditionally considered "VP Communications" responsibilities
- i. Record votes and communicate to general members; and,
 - ii. Give or cause to be given notice of all meetings.
- c. The **INSERT TITLE** will:
These are traditionally considered "VP Events" responsibilities
- i. Organize club programs, activities and events in accordance with its Constitution's mandate;
 - ii. Have signing authority for the club;
 - iii. Be responsible for submitting event proposals; and,
 - iv. Be responsible for adhering to all terms and conditions set forth by the

University's policies and procedures.

d. The **INSERT TITLE** will:

These are traditionally considered "VP Finance" responsibilities

- i. Oversee all financial dealings of the club;
- ii. Keep complete records of all financial dealings of the club; and,
- iii. Have signing authority for the club.

* Finance notes, only for clubs with finances

- (3) Executives are subject to the club's membership fee.
- (4) Executives should provide contact information (name & email) to UWODSS.

Article 5 - Faculty Advisor

A faculty advisor is expected to:

- (1) Be informed of the club's decisions and actions. Attendance at club meetings is up to the discretion of the faculty advisor.
- (2) Ensure that the club adheres to Schulich School of Medicine and Dentistry's values.
- (3) Provide advice and suggestions on club activities.

While a club's executives change from year-to-year, faculty advisors are long-standing. They play a vital role in the club's longevity.

Please provide the contact information (name & email) of your club's faculty advisor:

Name	Email

Article 6 – Meetings

- (1) The club's quorum for meetings shall be seventy-five (75) percent of the total executive membership.
- (2) At least three (3) general meetings, consisting of the executive members, shall be held during each school year.
- (3) Clubs must notify UWODSS VP of Information Technology of any general meetings (2 week notice) and events (4 week notice) in order to update the clubs calendar on the UWODSS website.
- (4) Club President(s) must meet with VP of External Affairs and VP of Information Technology on a bi-monthly basis to provide updates on events, feedback etc.

A minimum number of general meetings must be set out that is three (3) or greater. It is important that a definitive number of meetings is not set out, otherwise, the club will be required

to hold that number of meetings annually. With a minimum number, more meetings may be held as time and scheduling permits.

Article 7 – Executive Members Selection

- (1) Elections should be carried out in accordance with the executive election provisions in Clubs Policies and Procedures. A successful candidate in a club Executive election will be declared by a majority.
- (2) Alternatively, an application and interview process may also be used in accordance with the Application and Interview provisions in Clubs, Policies and Procedures.

Article 8 – Member Removal

- (1) Club members may only be removed from the membership in accordance with the member removal provisions of Clubs Policies and Procedures.

Article 9 – Refund Policy

A refund policy creates accountability within a club. Executive members must be honest with and accountable to general members, otherwise those members may apply for a refund. In order to protect a club and a club's members, the circumstances under which a refund may be obtained may be time sensitive.

- (1) Membership fee (if applicable) refunds shall be given in accordance with the membership fee refund provisions of Clubs Policies and Procedures.

Article 10 – Conflict Resolution

- (1) A club member may only seek assistance or guidance from UWODSS after the member has been unable to resolve an issue with the executive members.

Article 11 – Agency Clause

Clubs are not authorized to enter into contracts or other dealings on behalf of the club or UWODSS. Clubs are not permitted to represent to third parties that they have the authority to act on behalf of UWODSS. Clubs are not permitted to lead third parties, directly or indirectly, to believe that its beliefs, views or actions represent those of UWODSS.

- (1) **INSERT OFFICIAL NAME** is not an agent of the University of Western Ontario Dental Student Society (UWODSS), and its views and actions do not represent those of the UWODSS.
- (2) **INSERT OFFICIAL NAME** and its members are not permitted to sign contracts on behalf of the club or UWODSS.

Article 12 – External Affiliations

The club shall disclose any relationship with external organizations, in accordance with the

external affiliation provisions of Clubs Policies and Procedures

Please note that all clubs must adhere to the University Student Code of Conduct:

<https://www.uwo.ca/univsec/pdf/board/code.pdf>

****Please note that any changes made to the club's policies should be communicated to UWODSS at the time of change.**

Part III: Website (www.uwodds.com) Details

Please write a short description of your club that will be posted online. This will be displayed alongside the club name in search results. (75 words)

Please indicate a club executive member that may be the point of contact for students interested in joining the club. Schulich dentistry email is preferred (it will be indicated on the website as well).

Please complete and return this form to:
UWODSS VP External